

City of Alexandria Workforce Development Center

Employer Tutorial for Posting Jobs and
Searching Resumes at
www.alexandriava.gov/joblink



Workforce Development Center Home Page

1. Click “Employers Start Here”

JobLink | City of Alexandria

www.alexandriava.gov/dchs/joblink/default.aspx

CITY OF Alexandria VIRGINIA
ALEXANDRIAVA.GOV

Home | Residents | Visitors | Business | City Departments | Call Click Connect | Search for... GO

Select a City Department

Tuesday, December 16 • 46° Air Quality: Yellow

Home • JobLink

Community & Human Services
JobLink

Page updated Nov 24, 2014 11:46 AM

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Job Seekers Start Here
Search for a job, post your resume and research programs & services.

Employers Start Here
Post a job, find qualified candidates, access labor market information and review business incentives.

Welcome to JobLink

JobLink, the City's One Stop Workforce Development Center, offers staffing solutions that provide businesses with employees who are skilled and ready to work. As a certified One Stop Center, JobLink serves a variety of skill levels from those with advanced degrees and many years of experience to those with limited education and work experience. We provide workforce development services for job seekers, including our Career Center with computer, internet and phone access, career readiness workshops, career assessments and customized hiring events to assist job seekers with job placement and retention.

JobLink provides a broad range of business services at no cost to employers, including staffing solutions (job placement), recruitment services, labor market information and certified Business Services Specialists to assist in workforce planning. Additionally, JobLink operates the Virginia Initiative for Employment not Welfare (VIEW) Program, Workforce Investment Act (WIA - Adult Employment, Dislocated Worker and Youth and Young Adult) Supplemental Nutrition Assistance Program Employment Training (SNAPET), Youth and Young Adult Employment (TeensWork!), Migration and Refugee Employment Program, Disability Employment with assistive technology, and Veteran Services. These programs generally include job training and supportive services in addition to the above-mentioned complement of workforce development services. Program eligibility is determined on a case-by-case basis.

Programs & Services
Job search and resume posting; Adult Services; Youth Services; Disability Services; and Public Benefits.

Business Services
As an Employer, JobLink offers many resources at NO COST to enable you to find the perfect candidate, create job listings, review job market trends and more.

Calendar of Events
Panier for Job Fairs Hiring Events Career Readiness Workshops and Orientations

QUICK LINKS

- JobLink
- Calendar of Events
- Programs & Services
- Business Services
- Adult Services
- Labor Market Services
- On-Site Partners
- Resources
- Recruitment Services
- Services for Employers
- Youth and Young Adult Programs (Teenswork!)

HOW DO I...

- Find child-care provider information?
- Learn about services for seniors?
- Find out about Medicaid Waiver and services for people with an intellectual disability?
- Access assistance with rent, utilities, employment and public benefits?
- Learn about the Behavioral Health & Criminal Justice Collaboration?

JobLink
1900 N. Beauregard Street (Map)
Suite 300
Alexandria, VA 22311
703.746.5940
Fax: 703.746.5983
Video Phone: 571.384.5244

Hours of Operation:
Monday -Friday
8 a.m. - 5 p.m.

Workforce Development Center Business Services Page

1. Click “Find a Candidate” or “Post a Job Opening”.

Business Services | JobLink

www.alexandriava.gov/dchs/joblink/default.aspx?id=78644

CITY OF *Alexandria* VIRGINIA
ALEXANDRIAVA.GOV

Home | Residents | Visitors | Business | City Departments | Call Click Connect | Search for... GO

Select a City Department Monday, December 29 • 44° Air Quality: Yellow

Home > JobLink > Business Services

Community & Human Services
JobLink

Page updated Nov 12, 2014 4:07 PM

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Business Services

As an Employer, JobLink offers many resources at NO COST to enable you to find the perfect candidate, create job listings, review job market trends and more.

- Find a Candidate
- Post a Job Opening
- Search for a Business Services Specialist for your industry
- Schedule a Consultation with a Business Services Specialist
- Business Services Orientation

Recruitment Services
Post job openings, find qualified candidates and access a wide variety of information designed to help a business succeed.

Labor Market Services
Access information about labor market trends, statistics, and economic and demographic data.

Incentives
Find out if you qualify for local, state or federal tax incentives, training for employees, federal bonding program, and rapid response service

QUICK LINKS

- JobLink
- Calendar of Events
- Programs & Services
- Business Services
- Adult Services
- Labor Market Services
- On-Site Partners
- Resources
- Recruitment Services
- Services for Employers
- Youth and Young Adult Programs (Teenswork!)


HOW DO I...

- Find child-care provider information?
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Job Board Home Page



The City of Alexandria
Workforce Development Center



Register Login

HomeSearch JobsSearch ResumesPost a ResumePost a Job


POST A JOB

Job Category

Keywords

SEARCH

[Advanced Search](#)



Welcome

Welcome to JobLink The City of Alexandria Workforce Development Center!

Job seekers can get started by posting a resume or by browsing for opportunities that interest you. Businesses can get started by posting jobs or by browsing job seeker resumes.

Please contact Patricia.Mantilla@alexandriava.gov with any questions or comments.

** Resumes posted on this website have not been vetted for content or design and therefore cannot be endorsed by the City of Alexandria Workforce Development Center**

Employers Hiring Now

Browse Jobs by Category


• Accounting	• Human Resources
• Admin & Clerical	• Information Technology
• Automotive	• Insurance
• Banking	• Legal
• BioTech	• Management
• Broadcasting	• Manufacturing
• Construction	• Marketing
• Consultant	• Pharmaceutical
• Customer Service	• Purchasing

Register

1. Choose “Register as an Employer”

The screenshot shows the JobLink website for The City of Alexandria Workforce Development Center. At the top right, there are links for 'Register' and 'Login'. The main navigation bar includes 'Home', 'Search Jobs', 'Search Resumes', 'Post a Resume', and 'Post a Job'. On the left, a 'Browse Jobs' sidebar lists various industries like Accounting, Admin & Clerical, Automotive, Banking, BioTech, Broadcasting, Construction, Consultant, Customer Service, Education, Engineering, Executive, and Facilities. The central 'Register' section has two columns: 'Job Seekers' with a 'Register as a Job Seeker' button, and 'Employers' with a 'Register as an Employer' button. The 'Employers' button is circled in blue.

Register Login

 **JobLink** The City of Alexandria
Workforce Development Center

Home Search Jobs Search Resumes Post a Resume Post a Job

Browse Jobs

- Accounting
- Admin & Clerical
- Automotive
- Banking
- BioTech
- Broadcasting
- Construction
- Consultant
- Customer Service
- Education
- Engineering
- Executive
- Facilities

Register

Job Seekers

Register as a Job Seeker

Employers

Register as an Employer

Register as an Employer

1. Fill in Name, Email, Choose Password, Choose Source of how you found out about us, Check if you agree to the Terms of Use and enter Security Code.
2. Click Register.



The screenshot shows the 'JobLink' website for 'The City of Alexandria Workforce Development Center'. At the top right, there are links for 'Register' and 'Login'. Below the header is an orange navigation bar with links: 'Home', 'Search Jobs', 'Search Resumes', 'Post a Resume', and 'Post a Job'. On the left, a 'Browse Jobs' sidebar lists various industries like Accounting, Admin & Clerical, Automotive, Banking, BioTech, Broadcasting, Construction, Consultant, Customer Service, Education, Engineering, Executive, Facilities, Finance, Government, Healthcare, and Hospitality. The main content area is titled 'Register as an Employer' and contains a registration form. The form fields include: 'Name' (split into 'First Name' with 'Cindy' and 'Last Name' with 'Test'), 'Email', 'Password', 'Re-Enter Password', 'Source' (a dropdown menu currently showing 'Business Service Specialist'), 'Terms of Use' (a checked checkbox for 'I Agree to the Terms of Use'), and 'Security Code' (a box with 'j17482k8' and a 'Reload Security Code' link). Below the security code, it says 'Please enter the security code you see above.' and a blue 'REGISTER' button.

Register Login

JobLink The City of Alexandria
Workforce Development Center

Home Search Jobs Search Resumes Post a Resume Post a Job

Browse Jobs

- Accounting
- Admin & Clerical
- Automotive
- Banking
- BioTech
- Broadcasting
- Construction
- Consultant
- Customer Service
- Education
- Engineering
- Executive
- Facilities
- Finance
- Government
- Healthcare
- Hospitality

Register as an Employer

Name First Name Last Name
Cindy Test

Email

Password

Re-Enter Password

Source Business Service Specialist ▼

Terms of Use ☒ I Agree to the Terms of Use

Security Code j17482k8 j17482k8 Reload Security Code

Please enter the security code you see above.

REGISTER

Email to Complete Registration

1. Click on “Click here to complete your registration”

Dear Cindy Test,

Thank you for registering on alexandriava.gov/joblink.

To complete your registration, please click on the following link:

[Click here to complete your registration.](#)

If you are unable to click on the above link, please copy and paste the following into your web browser address and press enter:

<http://wdc.alexandriava.gov/Employment/RegisterRegVal1.aspx?regvalcode=0b2099b1-5711-45a2-bbf4-c0f54c17b90b&cid=179>

Sincerely,
The Staff at JobLink WDC
www.alexandriava.gov/joblink

Thank you Email

1. Save this email for your records.

Dear Cindy Test,

Thank you for registering on our site alexandriava.gov/joblink

To login to our site you will need the email address and password you used to register:

Your Registration Email Address:

[REDACTED]

Your Registration Password:

[REDACTED]

Sincerely,

The Staff at JobLink WDC

Post a Job

1. Click on “Create New Job Posting”

The screenshot displays the JobLink website interface. At the top, the logo for JobLink is shown next to the text "The City of Alexandria Workforce Development Center". In the top right corner, there are links for "My Account" and "Logout". Below the header, a navigation bar contains links for "Home", "Search Jobs", "Search Resumes", and "Post a Job". The main content area is titled "My Employment Account" and shows the user's name "Cindy Test". On the left side of the account page, there are three buttons: "Create New Job Posting" (which is circled in blue), "View All Applications", and "Update Profile". To the right of these buttons, there is a section titled "EMPLOYMENT" with sub-tabs for "Jobs", "Favorites", and "Saved Searches". Below these tabs, it shows "Active Jobs 0" and "Inactive Jobs 0". At the bottom of the page, there is a footer with links for "About Us", "Privacy Policy", "Site News", "Contact Us", "Terms of Use", and "Links". Social media icons for Facebook, Twitter, and LinkedIn are also present, along with the copyright notice "Copyright © 2014 JobLinkJobBoard.com All Rights Reserved."

Complete Job Posting



The City of Alexandria
Workforce Development Center



[My Account](#) [Logout](#)

1. Select category then click next
2. Select Pricing Plan \$0.00 then click next
3. Fill in blanks then choose "save as draft" or if complete submit the job

Home Search Jobs Search Resumes Post a Job

Edit Job Posting

Admin Asst

Name	Test, Cindy	Plan	Job Posting Pricing Plan	Start Date	11/11/2014
Category	Admin & Clerical	Status	Running (Pending Approval)	End Date	2/11/2015

Job Details

☐ = required field

Title
Admin Asst

Job Description
The title will appear in search results on the site.
Excellent customer service skills
Assisting with all aspects of administrative management, directory maintenance, logistics, equipment inventory and storage
Managing inventory of assets and supplies, sourcing for
Describe your job, including any information you want to add about benefits and other topics.

Job Requirements
bachelor degree required
2+ years of hands on administrative support experience
proficiency in MS Word, MS Excel and MS Outlook a must
knowledge of operating standard office equipment
excellent communication skills - written and verbal
Describe the skills, knowledge and experience needed by a job seeker to be able to do this job.

Experience Required
☒ Yes ☐ No ☐ N/A
☒ Yes ☐ No ☐ N/A
☒ Yes ☐ No ☐ N/A
☒ Yes ☐ No ☐ N/A

Manages Others
☒ Yes ☐ No ☐ N/A

Degree Required
☒ Yes ☐ No ☐ N/A

Security Clearance Required
☒ Yes ☐ No ☐ N/A

If yes, describe

Industry
--- Select One ---

Employment Type
--- Select One ---

Work Schedule
--- Select One ---

Travel
--- Select One ---

Pay
From To
☒ Per Year ☐ Per Hour

Job Start Date

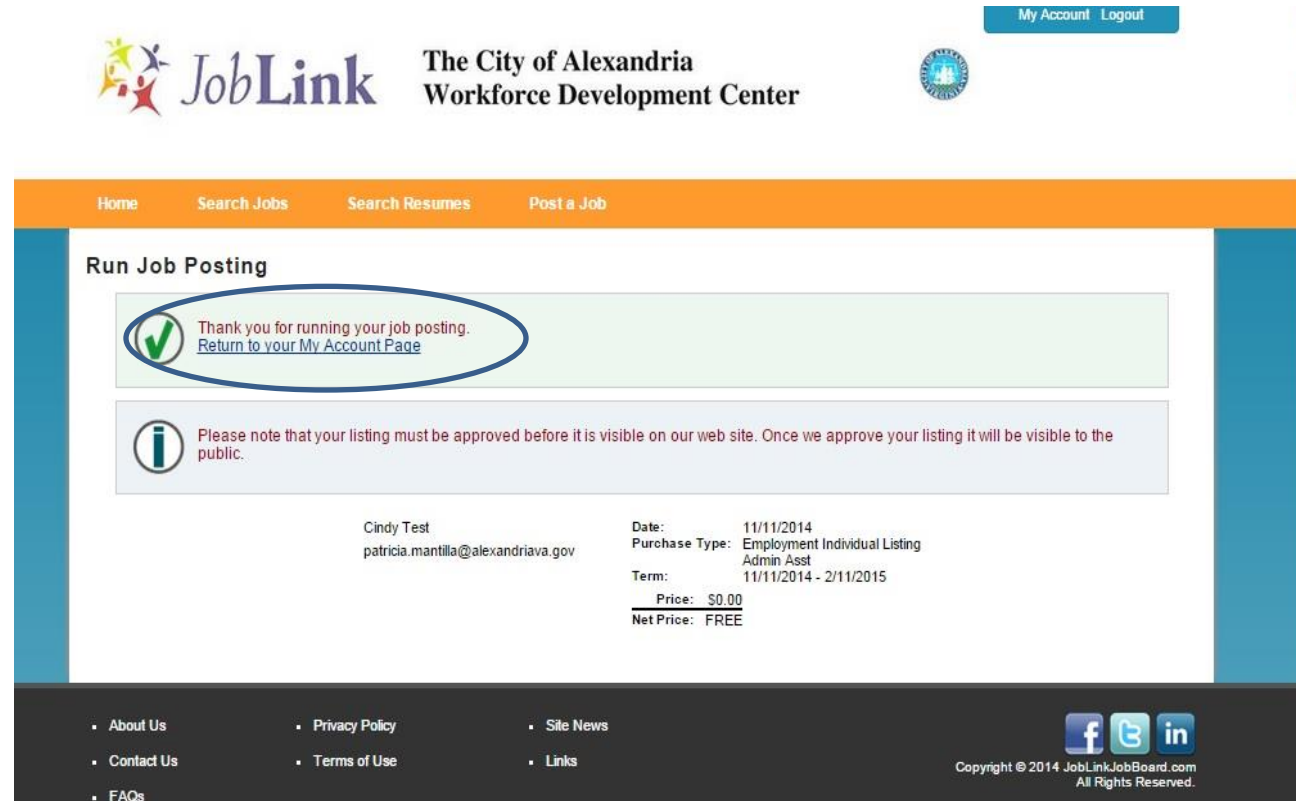
Job End Date

Application Closing Date

Job Location
 Job Address Country State/Province

Confirmation Job Posting was Received

1. Click on “Return to your My Account Page” to confirm listing was approved.



The screenshot displays the JobLink website interface. At the top, the logo for JobLink is shown next to the text "The City of Alexandria Workforce Development Center". A navigation bar includes links for "Home", "Search Jobs", "Search Resumes", and "Post a Job". In the top right corner, there are links for "My Account" and "Logout".

The main content area is titled "Run Job Posting". It features a green confirmation message with a checkmark icon, stating: "Thank you for running your job posting. [Return to your My Account Page](#)". Below this, an information icon (i) is followed by a note: "Please note that your listing must be approved before it is visible on our web site. Once we approve your listing it will be visible to the public."

Below the messages, the user's details are listed: "Cindy Test" and "patricia.mantilla@alexandriava.gov". To the right, the posting details are shown: "Date: 11/11/2014", "Purchase Type: Employment Individual Listing Admin Asst", "Term: 11/11/2014 - 2/11/2015", "Price: \$0.00", and "Net Price: FREE".

The footer contains a list of links: "About Us", "Contact Us", "FAQs", "Privacy Policy", "Terms of Use", "Site News", and "Links". On the right side of the footer, there are social media icons for Facebook, Twitter, and LinkedIn, along with the copyright notice: "Copyright © 2014 JobLinkJobBoard.com All Rights Reserved."

Email showing Job Posting was received

Dear Cindy Test,
Thank you for running your listing:


Admin Asst
Sincerely,

The Staff at JobLink WDC
www.alexandriava.gov/joblink


Cindy Test

Date:	11/11/2014
Purchase Type:	Employment Individual Listing Admin Asst
Term:	11/11/2014 - 2/11/2015
Price:	\$0.00
Net Price:	FREE

Confirm Job Posting Approval



The City of Alexandria
Workforce Development Center



[My Account](#) [Logout](#)

[Home](#) [Search Jobs](#) [Search Resumes](#) [Post a Job](#)

My Employment Account

Cindy Test

[Update Profile](#)
[Order History](#)

Packages

[Buy Resume Search Subscription](#)

Create New

[Job Posting](#)

[View All Applications](#)

EMPLOYMENT

[Jobs](#) [Packages](#) [Favorites](#) [Saved Searches](#)

Active Jobs 1




Action	ID	Title	Approved	Start Date	End Date	Viewed	Applicants
Edit Extend Stop Delete Copy	58	Admin Asst	Yes	1/11/2014	2/11/2015	0	0

Inactive Jobs 0

- [About Us](#)
- [Contact Us](#)
- [FAQs](#)

- [Privacy Policy](#)
- [Terms of Use](#)

- [Site News](#)
- [Links](#)



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“Buy” Resume Search Subscription at NO COST

1. Click on “Buy Resume Search Subscription”

The screenshot shows the JobLink website interface. At the top, there is a navigation bar with links for Home, Search Jobs, Search Resumes, and Post a Job. Below this, the 'My Employment Account' section is visible, showing the user's name 'Cindy Test' and buttons for 'Update Profile' and 'Order History'. The 'EMPLOYMENT' section is active, with tabs for Jobs, Packages, Favorites, and Saved Searches. The 'Jobs' tab is selected, showing a table of active jobs. The 'Buy Resume Search Subscription' button is circled in the 'Packages' section.

My Account Logout

The City of Alexandria Workforce Development Center

Home Search Jobs Search Resumes Post a Job

My Employment Account
Cindy Test

Update Profile
Order History

Packages

Buy Resume Search Subscription

Create New
Job Posting
View All Applications

EMPLOYMENT

Jobs Packages Favorites Saved Searches

Active Jobs 1

Action	ID	Title	Approved	Start Date	End Date	Viewed	Applicants
Edit Extend Stop Delete Copy	58	Admin Asst	Yes	11/11/2014	2/11/2015	0	0

Inactive Jobs 0

• About Us • Privacy Policy • Site News
• Contact Us • Terms of Use • Links
• FAQs

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All Rights Reserved.

Thank You for Purchasing Resume Search Subscription


1. Click [here](#) to search resumes now.


The screenshot displays the JobLink website interface. At the top, the header includes the JobLink logo, the text "The City of Alexandria Workforce Development Center", and a "My Account Logout" button. Below the header is an orange navigation bar with links: "Home", "Search Jobs", "Search Resumes", and "Post a Job". The main content area is titled "Purchase Resume Search Subscription". A green checkmark icon is next to the text: "Thank you for purchasing a resume search subscription. Click [here](#) to search resumes now." The word "here" is circled in blue. Below this message, user information is listed: "Cindy Test" and "patricia.mantilla@alexandriava.gov". To the right, purchase details are shown: "Date: 11/11/2014", "Purchase Type: Employment SS Resume Searching Plan", "Term: 11/11/2014 - 11/11/2017", "Price: \$0.00", and "Net Price: FREE". The footer contains a dark grey bar with links: "About Us", "Privacy Policy", "Site News", "Contact Us", "Terms of Use", and "Links". On the right side of the footer are social media icons for Facebook, Twitter, and LinkedIn, along with the copyright notice: "Copyright © 2014 www.alexandriava.gov/joblink All Rights Reserved."

Resume Search

1. Choose resume search parameters.
2. Click submit.

[My Account](#) [Logout](#)

 **The City of Alexandria**
Workforce Development Center



[Home](#) [Search Jobs](#) [Search Resumes](#) [Post a Job](#)

Search Resumes

Job Category

Any ▼

Keywords

☐ ALL words must be found

Country

Any ▼

State/Province

Any ▼

City

Postal Code

 or

Select Proximity ▼

Employment Type

Any ▼

Work Schedule

Any ▼

Currently Employed

☐

Has Security Clearance

☐

Minimum Years Experience

Salary/Wage

From To

☒ Per Year ☐ Per Hour

New in Last

Any Time ▼

SUBMIT

• About Us

• Privacy Policy




• Site News

• Contact Us

• Terms of Use

• Links

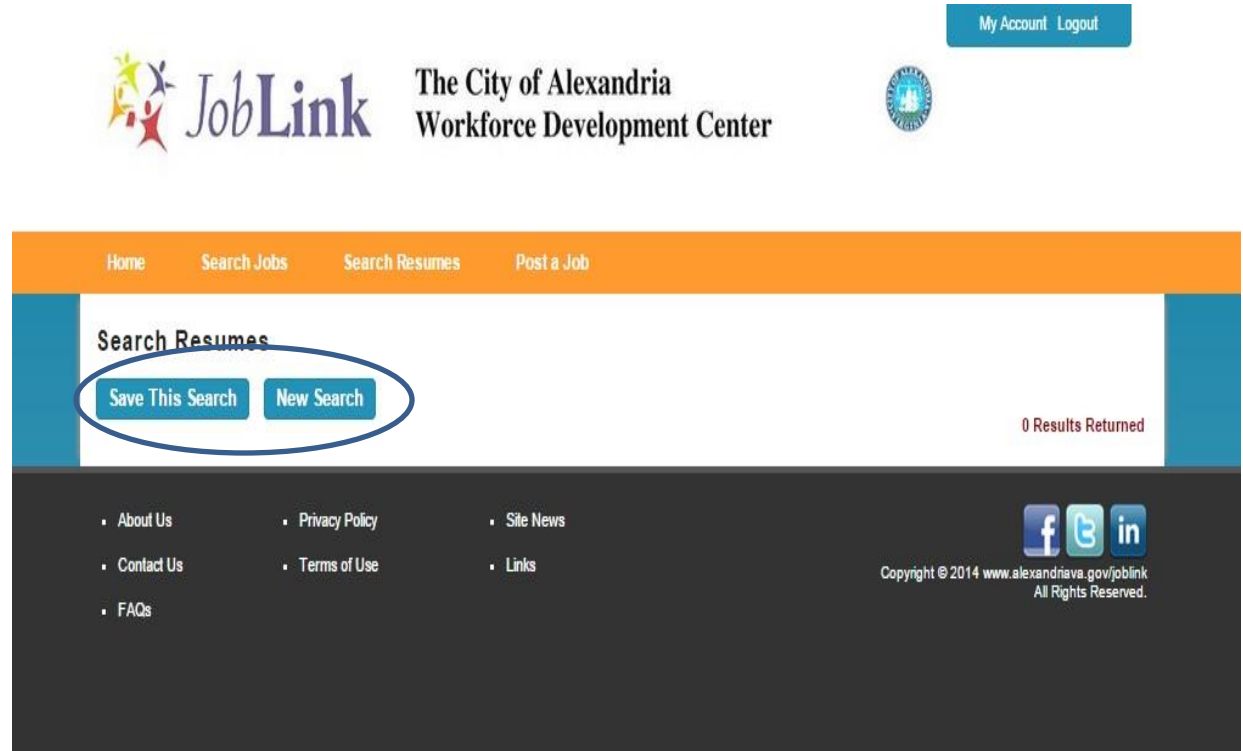
• FAQs

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Save Resume Search

1. Click on “Save This Search”
Or
2. Click on “New Search”



Contact Us for Questions

For questions or help on How to Post a Job
or Search Resumes contact Patty Mantilla at
patricia.mantilla@alexandriava.gov
or call at 703.746.5940.